

AGENDA

Office of the County Engineer: December 3 - 5, 2019

CRAB / County Engineer Training		Presenter	Work Book Page #	CE Desk Ref
DAY 1				
Introduction				
10:00-10:45	Welcome			
	Participant and CRAB Staff Introductions	Walt	2	
	House Keeping Items	Walt	2	
	Agenda & Training Materials	Derek	2 handout	
	Training Objectives & Desired Outcomes	Walt	3	
Counties and the County Engineer				
10:45-12:00	Counties and County Roads			
	County Governance	Walt/DP	4	1.1.1
	General Information About Counties	Walt	5	1.2.0
	County Officials	Walt	6	1.1.3
12:00-1:00	Break: Light Refreshments/Scenario/Discussion	All	8	
Office of the County Engineer				
1:00-2:15	Intro to the Office of the County Engineer	Walt	9 handout	2.1.1.0
	Political Engineering	Derek	13 handout	
2:15-3:15	Laws and Rules			
	Read and Apply Laws and Rules	Walt	14	2.1.1.1
	Revised Code of Washington (RCW)	Walt/DP	15	2.1.2
	Washington Administrative Code (WAC)	Drew	16	2.1.3
	CRAB WACs & Standards of Good Practice	Drew	17	2.1.4
3:15-4:45	Plans and Programs			
	Land Use Plan (Comp Plan) Transp. Element	Drew	18	3.2.1
	Non-Motorized Program (Bike & Ped)	Drew	19	3.2.3
	Surface Water Management (SWM)	Drew	20	3.2.4
	National Bridge Inspection Standards (NBIS)	Drew	21	3.2.7
	Safety Management System (SMS)	Mike/Drew	22	3.2.2

DAY 1				
	Asset Management System (AMS) Mobility to GisMo	Mike/Eric	23	
	Maintenance Management System (MMS)	Mike/Drew	25	3.2.5
	Pavement Management System (PMS)	Mike/Drew	26	3.2.6
4:45-5:00	Questions / Summary Day 1 / Intro Day 2	Derek		

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DAY 2				
7:30-8:00	Light refreshments provided			
Office of the County Engineer				
8:00-10:30	Review of Day 1 / Intro Day 2	Derek		
	Property Tax (Road Levy)	Derek	27 handout	3.1.2.1
	Fuel Tax	Mike/Walt	29	3.1.2.2
	Other Revenue	Derek	31	
	Color of Money	Derek	32	2.3.0 3.1.2.x
	Road Purpose	Derek	33	2.1.1.2
10:30-12:00	Priority Array	Drew	34	3.1.3
	6-Year Transportation Program (6-Year)	Drew	35	3.2.11
	State Transportation Improvement Plan (STIP)	Drew	35	3.2.11
	Annual Construction Program (ACP)	Walt	36	3.2.12
	County Forces Construction (CFC)	Walt	37	3.2.13
	Repeating Calendar	Drew	38	3.1.1
12:00-1:00	Break: Light Refreshments/Scenario/Discussion	All	39	
1:00-1:45	County Arterial Preservation Program (CAPP)	Randy	40	3.2.9
	Rural Arterial Program (RAP) RAP Online	Randy	41	3.2.8
1:45-4:00	Scenario / Discussion			
	The "Who Cares" Test	Derek	42	
	Construction versus Maintenance	Derek	43	
	Survey Monument Protection/Preservation	Derek	44	4.4.0
	Right-of-Way Management	Derek	45	4.4.0

DAY 2				
4:00-4:45	Annual Reporting and Audits			
	Dec 31st / Feb 1st / April 1st / May 1st CARS reporting system	Drew	46	5.1.0
	Year-end Fiscal Closeout - May 30th / 31st	Drew	48	5.2.0
	Annual Audits	Derek	49	5.3.0
4:45-5:00	Questions / Summary Day 2 / Intro Day 3	Derek		

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DAY 3				
7:30-8:00	Light refreshments provided			
8:00-8:30	Review of Day 1 & 2	Derek		
8:30-9:30	Carry-Over Topics / Other Issues / Questions	All	50	
9:30-10:30	Fleet and Inventory Management	Drew	51	4.2.0
	Risk Management and Liability	Drew	52	2.1.7
10:30-11:30	CRAB	John/Walt	54	6.0.0
11:30-12:00	Wrap-up		55	
	Personalized Desk Reference	Walt	handout	
	Training Summary	Walt		
	Class Evaluation	Walt	handout	
12:00 -2:00	Individual & small group questions			

Note: "CE Desk Reference" Refers to the May 2019 version of the County Engineers' and Public Works Directors' Desk Reference

Upon request, participants completing this 3-day training may receive 6 CPO Core Credits (as approved by the County Training Institute)